

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

DATE: 21 1050

FROM : Assistant Director for Operations

SUBJECT: Change in T/O, [REDACTED]

FOIAb3b1

25X1A9a REF : Message to [REDACTED] from [REDACTED], copy attached 25X1A9a

Done

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1. There is approximately 5500 square feet of floor space in the Operations Building [REDACTED] in addition to a sizeable outside area to be policed and cared for by the station personnel.

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2. Due to the absence of nearby public transportation facilities it is necessary to transport personnel to and from the station on a three shift per day, seven day per week basis.

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25X9A2

3. At the time the [REDACTED] moved from [REDACTED] in April 1948 the T/O provided for [REDACTED] positions. It now provides for [REDACTED] positions and [REDACTED] employees are [REDACTED] actually on duty.

25X9A2

4. This increased personnel has resulted in almost constant and greatly increased use of all areas of the building and a corresponding increase in the custodial effort to properly preserve government property and to maintain a satisfactory standard of police and cleanliness. It has also resulted in a corresponding increase in the number of hours of chauffeur duties required.

5. Due to the fact that one custodian and one custodian-chauffeur now authorized in the T/O are inadequate to meet these needs it is necessary for technical personnel at the station to devote a part of their time to minor repair and maintenance duties of a non-technical nature and to chauffeur duties. At present approximately 27 hours weekly of chauffeur duties are performed by technical personnel or by the custodian-chauffeur on an overtime basis.

6. The use of technical personnel for these duties is quite expensive and results in the loss of valuable [REDACTED] coverage.

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7. It is therefore requested that the T/O for the [REDACTED] be changed as follows:

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Add: 1 Custodian-Chauffeur, CPC-4

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GEORGE G. CAREY